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A G E N D A

Career Service Panel
Office of Research and Development
14 February 1972

0900 hours
Room 607-Conference Room

1. Review of agenda for 14 February 1972
2. Review of minutes for 10 January 1972
3.
 - a. Promotions
 - b. Staff changes and additions
 - c. Advance notice of special ORD training
 - d. Nominees for the Federal Executive Institute for FY-73
4. ORD Career Development Plan
[REDACTED] 25X1A9a
5. ORD Career Review Techniques
[REDACTED] 25X1A9a
6. DD/S&T General Notice 122
re DD/S&T Vacancy Notice System
[REDACTED] 25X1A9a
7. New business

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GROUP 1
Excluded from automatic
downgrading and
declassification

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CAREER SERVICE PANEL
Minutes of the Meeting
14 February 1972

A25X1A9a :
25X1A9a

Chairman

Secretary

1. The meeting was called to order by the Acting Chairman at 0904 hours.

2. There was one addition to the agenda for 14 February 1972 as follows:

Item 7. New Business

a. ORD Promotion Procedure for
the Next 18 Months Period

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25X1A9a

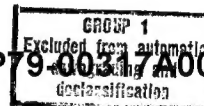
3. [REDACTED] explained why the promotion recommendation from GS-14 to GS-15 for [REDACTED] had been withdrawn at this time. He stated that he thought a QSI had been given to [REDACTED] in April 1970 when, in fact, he received the QSI in April 1971. [REDACTED] felt a promotion action at this time would be too early, and he would present the recommendation again at the CSP meeting in August 1972.

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4. There was no formal approval of the minutes for 10 January 1972.

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5. [REDACTED] reported the following:

ADDITIONS

25X1A9a [REDACTED] Contract Negot., GS-11 from OSA to PMS/ORD on 22 February 1972

PROMOTIONS

25X1A9a [REDACTED] Phys Scien-Res., An/ORD from GS-12 to GS-13 on 9 January 1972
[REDACTED] Phys Scien-Res., AP/ORD from GS-12 to GS-13 on 9 January 1972
[REDACTED] Secretary Steno, An/ORD from GS-4 to GS-5 on 9 January 1972
[REDACTED] Secretary Steno, MBSD/ORD from GS-6 to GS-7 on 9 January 1972

REASSIGNMENTS

25X1A9a [REDACTED] GS-15, Phys Scien-Res., RP/ORD to DD/S&T, Washington, D. C. Field, Domestic Field Staff, Deputy for Research and Development as of 30 January 1972

25X1A9a [REDACTED] GS-13, Phys Scien-Res., SPG/ORD to office above, same date
[REDACTED] GS-14, Phys Scien-Res., RP/ORD to OEL as of 21 January 1972
[REDACTED] GS-15, Phys Scien-Res., SPG/ORD to RP/ORD as Deputy Chief on 14 February 1972

25X1A9a [REDACTED] GS-15, C/PMS/ORD to DC/PD/OL on 28 February 1972
[REDACTED] GS-14, C/PMS/ORD from DC/PMS/ORD on 28 February 1972
[REDACTED] GS-13, DC/PMS/ORD on 28 February 1972

RETIREMENTS - None

TDY ASSIGNMENT

25X1A9a [REDACTED] GS-13, Phys Scien-Res., to FMSAC from An/ORD on 30 January 1972 for three months

TERMINATIONS

25X1A9a [REDACTED] Secretary Steno, GS-5, An/ORD. Returned to home area.

TRAINING NOTES

Date for Performance Appraisal Workshop to be conducted by OTR for ORD Career Service Panel members and others who prepare and review fitness reports has not been scheduled. More information on this date will be obtained from OTR by the next CSP meeting.

SPECIAL NOTES

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a. Quality Step Increase for [REDACTED] GS-13, DC/PMS/ORD has been approved by OP but has not been officially presented to him by D/OL.

b. Competitive Evaluation of GS-12s will be done in March. Reviewer assignments were made as of October 1971.

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c. [REDACTED] Phys Scien-Res, GS-15, An/ORD has been nominated by the Agency to attend Program Management Development Course, Harvard University starting 10 September 1972.

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6. [REDACTED] stated that he has become aware of the fact that the Support Staff/ORD is not being kept informed of various activities being done within ORD divisions which are pertinent to the Support Staff operation. As a consequence, the Staff has been put into embarrassing situations at times because of this lack of information. He requested Division Chiefs to keep this in mind.

7. The following nominees were considered by the CSP for the Residential Program in Executive Education, Federal Executive Institute, FY 73:

- a.
- b.
- c.
- d.
- e.

25X1A9a

The CSP selected the following to be considered by D/ORD for nomination to the above course:

- a.
- b.
- c.

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25X1A9a

8. [REDACTED] moved that the CSP recommend approval for the following training:

a. [REDACTED] GS-13, Phys Scien-Res., to attend Oak Ridge Associated Universities, Oak Ridge, Tenn., Radioisotopes in Research Course scheduled for 3 April 1972 to 28 April 1972. Tuition, travel and per diem - \$1,700.

25X1A9a

b. [REDACTED] Phys Scien-Res., GS-15 to attend the same course scheduled in September 1972. Cost - \$1,700.

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[REDACTED] seconded the motion. Vote was unanimous. Motion carried.

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9. [REDACTED] reported that in accordance with the motions carried at the last CSP meeting that no further action had been taken on the Career Development Plan.

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10. [REDACTED] stated that he had briefed D/ORD on all matters discussed in the CSP meeting on 10 January 1972.

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25X1A9a 11. [REDACTED] stated he and his committee and [REDACTED] had been asked by the CSP members to brief the D/ORD on FMSAC informational material and discuss the FMSAC employee evaluation plan for the purpose of sounding out the D/ORD of the possibility of implementing such a plan for ORD. [REDACTED] reported that to date briefing of the D/ORD on the actual FMSAC material had not been accomplished.

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12. [REDACTED] moved that the CSP delete the requirement, passed at the last CSP meeting that [REDACTED] and [REDACTED] brief D/ORD on FMSAC informational material. There was no second. Motion not carried.

13. The CSP then discussed the following:

- a. ORD Competitive Evaluation Procedure
- b. FMSAC Ranking System
- c. Advisability of continuing with the present ORD competitive evaluation procedures until a ranking system for ORD could be worked out.
- d. Problems of creating a ranking system for ORD.
- e. Need for indication of slot situation in ORD from D/ORD. Time in grade and headroom information should also be made available.
- f. Need to know the actual program goals and objectives of the R&D program.

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14. [REDACTED] using figures from a report made by [REDACTED] stated that the CSP should check FMSAC results in competitive evaluation against the evaluations done by ORD. His chart was as follows:

<u>FMSAC</u>			<u>ORD</u>		
Comers	19.5%	A	-	11.0%	Comers
Average	50.6%	B		48.0%	Average
Below Average	26.5%	C		28.0%	Below Average
Goers	3.4%	D		.3%	{Goers
		W		.5%	
				9.5%	Not Graded

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[REDACTED] question was whether CSP/ORD wanted to replace the way they were evaluating ORD employees with a new manner of evaluation when ORD was coming out with a breakdown similar to that of FMSAC.

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15. [REDACTED] pointed out that the CSP/ORD was trying to set up some equitable career service techniques where the employee would be evaluated with respect to his performance against his "peers" over a long period of time.

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16. [REDACTED] stated he felt the problems facing the Panel could be separated into three groups and that they should be considered separately rather than as one program. He listed them as follows:

a. The Career Development Plan should be written. It should be separated from the problems of the Office.

b. Decision on how to evaluate ORD personnel. Should it be the numerical techniques of FMSAC or the present letter method now used by ORD?

c. The need to know ORD office requirements and promotion vacancies coming up in the next few years.

25X1A9a

17. [REDACTED] moved to table efforts on the Career Development Plan, Career Review Techniques Program and any other further efforts. [REDACTED] seconded the motion. There were no members in favor of the motion and two members abstained from voting. Motion not carried. 25X1A9a

25X1A9a

18. [REDACTED] stated that due to a slight infraction of parliamentary rules of procedure he reopened the discussion on the motion made by [REDACTED] in Item 17 and a vote was taken again. Five members voted against the motion and two members voted in favor of the motion. Motion not carried. 25X1A9a

25X1A9a 19. [REDACTED] left the meeting at 1000 hours.

20. The Chairman directed the Recording Secretary to delete a motion made by [REDACTED] 25X1A9a

25X1A9a

21. [REDACTED] requested [REDACTED] to prepare a report reflecting the broad techniques of evaluation now used by ORD as against a proposed new techniques of evaluation so that the CSP members could review the benefits derived from the proposed method. [REDACTED] stated he felt this was not needed since he had done this when reviewing the FMSAC informational material. 25X1A9a

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22. [REDACTED] moved that [REDACTED] identify the particular elements of the FMSAC plan so that the Panel could make recommendations to specific elements one at a time. [REDACTED] seconded the motion. Four members voted in favor of the motion, one member opposed the motion, and there were two abstentions. Motion carried.

23. The CSP then took a short intermission and reconvened at 1130 hours.

24. When the Acting Chairman returned to the meeting, he informed [REDACTED] that a meeting with the D/ORD to brief him on FMSAC informational material had been set up for 1400 hours, this date.

25. Discussion continued on identifying the elements of the FMSAC plan at this meeting and then listing them on the agenda for the next meeting for more detailed discussion.

26. [REDACTED] identified the elements as follows

ITEM I

1. REVIEW OF PRESENT ORD PROCEDURES AS TO COMPETITIVE EVALUATION AND MAKE ANY RECOMMENDATIONS OR CHANGES.
2. LEAVE THE "FIELD OPEN" FOR ANY OTHER RECOMMENDATIONS IN TERMS OF COMPETITIVE EVALUATION.

ITEM II

1. FMSAC 10 YEAR STAFFING PROJECTIONS
2. FMSAC PROJECTED PROFESSIONAL LOSSES DURING FY 71-80
3. FMSAC PROJECTED CUMULATIVE PROMOTIONAL HEADROOM DURING FY 71 - 80
4. FMSAC PROMOTIONAL READINESS OF PROFESSIONALS DURING FY 71 - 80
5. ORD PROJECTED OFFICE STAFFING REQUIREMENTS AND HEADROOM (See Item 20)

ITEM III

WHAT WOULD CSP/ORD ESTABLISH TO RESOLVE IDENTIFYING PROBLEMS SUCH AS:

1. RECONSIDER TIME IN GRADE PROMOTION CRITERIA
2. CONSIDER AND ADOPT A TRULY COMPETITIVE EVALUATION SYSTEM
3. ESTABLISH THE YEARLY INPUT LEVEL OF JUNIOR OFFICERS TO OFFSET THE ANTICIPATED GAP IN GS-11 LEVEL IN FY 72-80.

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26. (Cont'd)

ITEM III (Cont'd)

4. CONSIDERATION OF JOB ROTATION AND TRAINING NEEDS OF JUNIOR PERSONNEL
5. RECOMMEND ACTIONS TO BE TAKEN FOR EMPLOYEES IDENTIFIED AS "GOERS," I.E. DOWNGRADING, INITIATION OF SELECTION OUT PROCEDURES, ETC.
6. SPECIAL CONSIDERATION FOR "COMERS."

27. It was decided by the Panel to review Item 26 - ITEM I and ITEM II at the March CSP meeting and Item III at the April CSP meeting.

28. It was agreed that the CSP would review the above items and then go back to reviewing the previously submitted report on the Career Development Plan by [REDACTED]

29. [REDACTED] moved that discussion on ORD Projected Office Staffing Requirements and Headroom be added to Item II. [REDACTED] seconded the motion. Three members voted in favor of the motion, two members voted against the motion, and there was one abstention. Motion carried.

30. [REDACTED] asked for the following clarification on DD/S&T General Notice #122, dated 26 January 1972 on the DD/S&T Vacancy Notice System:

a. Definition of junior personnel. Does this include personnel up through GS-13?

Answer from [REDACTED] Includes anyone from GS-01 through GS-13.

b. If recruiting above GS-13 level, can the Office recruit from the outside?

Answer: No

c. Can the employees look for other Agency opportunities on his own? Answer: In most cases they do.

d. Interpretation of paragraph 7.
Answer: Administrative Officer will notify DD/S&T components on how many copies will be needed on vacancy notices.

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31. [REDACTED] proposed a review of planned promotions within ORD for the next 18 months. No decision was made on this proposal.

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32. [REDACTED] made a statement of intent to promote [REDACTED] Phys Scien-Res., from GS-12 to GS-13. (An/ORD)

25X1A9a

25X1A9a

33. [REDACTED] made a statement of intent to promote [REDACTED] Phys Scien-Res., from GS-12 to GS-13. (P-C/ORD)

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34. The next meeting of the Career Service Panel was scheduled for 6 March 1972.

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35. [REDACTED] moved to adjourn the meeting. [REDACTED] seconded the motion. Vote unanimous. Motion carried.

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36. Meeting adjourned at 1120 hours.

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[REDACTED]
Executive Secretary
Career Service Panel/ORD

APPROVED:

25X1A9a

[REDACTED]
Acting Chairman, CSP/ORD

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